

## **Minutes of 2/3/15 Sewer Commission meeting - at the DPW conference room 520 Chase Rd.**

Attendees: Chair, Carl Luck, Vice-Chair, Dave MacDonald; Members, Butch Bilotta, Business Manager, Barb Lefebvre.

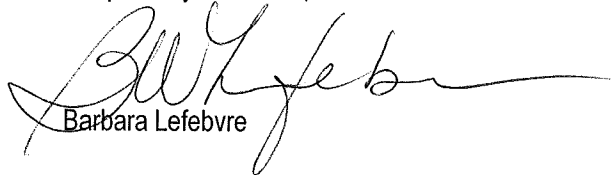
Carl opened the meeting at 7:10pm. First item on the agenda is the **FY16 Budget** – Carl noted that as of the last meeting, and some corrections, we had a \$38,000 credit, but once he had started working on the betterment requirements for FY16, and seeing that we could be \$147,000 short, he wanted to do an analysis. Some people paid up front, so we have a buffer there. Dave asked if we have ever accounted for the betterment expense before and Carl confirmed that we had not. We are now required to combine the two funds, enterprise and betterment, and this is the first year that it must be reflected in the new fiscal year budget. Carl pointed out that any shortfall comes out of retained earnings eventually. Dave asked 'why the shortfall' and Carl noted that by leaving a reserve of 2.6 million for the Town and future connections, it reduced the betterment income coming in. Carl, Barb & Karen Brochu, the Town Accountant, will need to look at the timeline of the loan, and the detail on free cash and retained earnings after the budget process is over. Carl stated the revised budget has an overage of \$64,000 before the betterment deficit of \$147,000 which he feels we can live with. The Commission discussed the Infrastructure line, the history of spending, and that it is the line to absorb any emergency repairs. Also discussed was the overage less deficit leaving \$82,000 against retained earnings and the need to raise retained earnings to help pay back loans. Dave asked how the new project will affect the budget. Carl noted that if we assess the total project in betterments, it balances perfectly. But if we take some to set aside, we need to study the result. We won't know the amount until the project is complete. Commission looked at Leominster usage line item and reduced it down to the original budget amount of \$235,000. Dave was concerned that Fitchburg might be planning on a rate increase. Carl will check his notes for the negotiations to see if there is any reference to the next rate increase. Legal expense was discussed and the costs for Hollis Hills. Carl had reduced legal to the level that it was initially proposed. Carl asked if he could get a motion to go with the \$64,000 budget. **Butch made the motion, Dave seconded.** Carl asked for discussion. Dave wanted the I/I work reduced, and suggested \$5,000, also removing specific contractors' names from the budget document. Reducing the I/I project by \$5,000, along with the reduction in infrastructure and Leominster usage, brings the new overage total to \$69,775.27. Carl **restated the motion to approve the budget with the discussed changes, bringing the proposed budget to a \$69,000 overage. Vote taken was unanimous.**

**Private Sewer Extension workshop scheduling** was tabled until the next meeting. **I/I Spring 2015 project** Barb had received the Weston & Sampson contract for \$30,000 which mirrored the proposal received and discussed with Pat Cotton at the December meeting. Carl signed the contract. Discussion followed on the use of peer reviews and when they are appropriate and whether we should have a second opinion on our project. None was determined to be necessary when it is our own engineer. **SRF Project status** -Carl asked for a status on the Easement paperwork. Barb provided the Commission with the latest checklist. She noted 6 owners that haven't submitted the paperwork, which covers 9 parcels. Carl suggested reaching out to Larry Corbett, who initiated the project, for assistance. Carl reached out to the Stevens and will be meeting with them on Saturday. Barb reminded Carl that Jeff Blake, our town counsel, is available for anyone's concerns. Barb will reach out to owners Amburgey & Raboin, Carl will reach out to Hitchcock and Dave will reach out to Kopley & Brogna. Barb will send him the contact list. Brogna lives on Pleasant View Ave. Carl asked Barb to make sure the plan is on the website. Dave asked Barb to send him paperwork that he can bring to people's houses including the plan. Barb pointed out the email received from counsel today regarding eminent domain, and that it can be done very quickly. Carl expressed his preference to do it via easements. We may need to go that route but not yet. Carl brought up the fact that we want to have options for pumps and not just go with E-one, so that we can provide the residents a choice. He has been talking with Kevin Olson from Wright Pierce on this and expects Kevin to provide him the information. **SWSS – SCADA progress** -Barb noted that for the SCADA system on Leominster Rd, SWSS and First Electric were hoping to be done last week but she hadn't received an update, and with the winter weather, it may have been delayed. We had received a quote as requested for Mass 1 but it did not include the remote access that they are doing on Leominster Rd. so Barb will ask Debbie to get back to us with that included. Barb advised the Commission that Debbie couldn't quickly provide quotes for the remaining 8 since they are all different. Carl asked then that she get us the quotes as she gets them. Dave asked about the progress on the generators. Barb will check. **Whalom Luxury Apts. Letter to the Editor** –All present approved of the letter that Carl had sent to the editor to correct the 1/13/15 Sentinel article and felt it was important that it

was clarified. We will discuss **Grease Trap Compliance** at the next meeting. Barb stated she did not have the minutes ready for review from the Jan. 13 meeting. **Business Manager report - Invoices** were signed for Wright Pierce and Fitchburg. Barb noted that **Jack** had been hospitalized, but was back to work pretty much on a regular schedule. Everyone wished him their best and quick recovery. **Pleasant View inquiry** –we had had a resident contact us through the website regarding a sewer extension. Carl is meeting with Kerry and Jack later on this week to discuss it as there are other issues to consider including the Leominster Water piping and the condition of the road. It will be on the next agenda. Barb noted that the **next scheduled meeting** is next week, **February 10**. Carl still wants to keep that meeting, as there were items that were several passed over tonight.

**Carl asked for a motion to adjourn. Butch made the motion to adjourn, Dave seconded. Vote taken was unanimous. Meeting adjourned at 8:55pm.**

Respectfully submitted,



Barbara Lefebvre